Webb Institute

Employee Self Service Activation and Login

Contents

Delivered by **Accu Data Payroll Services**

Creating a new account

1. You will receive an email similar to the example below prompting you to activate your account. You have **90 days** to activate before the link expires.

   Your authorization PIN will be the last four digits of your Social Security number.

   From: AccuData@myisolved.com
   To: Robert Smith
   Subject: Employee Self-Service Account Created

   New Self Service User:

   Below are your login credentials. Your account must be activated before it can be used. To access your payroll information, click the activation link below to get started.
   https://accudata.myisolved.com//AuthenticateUser.aspx?ticket=068d8cd9-14bd-4f5e-8efc-705f4c1db1e9&eid=46888&peid=&

   In order to activate your account, you will need to provide the following information on the activation form:
   Authorization Code/Pin (This will be the last 4 digits of your SSN)

   User name: rsmith@webb.edu

   Client Code: WEBB

2. Click the activation link to begin. This link may be disabled depending on individual computer settings. If the link is disabled, copy the entire web address and paste it into your browser window.

3. The link will bring you to the account setup page. Complete the fields and click **Continue**.

Note: Passwords must be a minimum of *eight alphanumeric characters* with at least *one alpha* [a—z] *and one numeric* [0—9] and contain at least *one special character* [!@#$%^&*()].

New User Account Setup
To activate your new account please enter the following information into the fields below and click the Continue button.

Account Information

User Name:	rsmith@webb.edu
Client Code:	Webb
Company Name:	
Employee Name:	Robert Smith

Identity Confirmation

Authorization Code/Pin:

This information is located in the activation email sent to you.

Setup Account Password

New Password:

Choose a password for your new account. Please ensure that passwords are a minimum of 8 alphanumeric (at least one each of alpha [a-z] and numeric [0-9]) characters in length and contain at least 1 special characters [!@#$%^&*()].

Confirm New Password:

Re-enter your password to ensure it is correct.

Challenge Question:

Enter a question only you would know the answer to. You will be prompted to answer this question if you need to reset your password

Challenge Answer:

Specify the answer to the challenge question you created above.

Confirm Answer:

Re-enter the answer from above to ensure it is correct.

Continue   Cancel

4. The next page informs you that the account has been activated. Click **Login** to continue.

5. Enter your user name, newly created password and click **Login**. You have up to five attempts to log in successfully before your account locks. If necessary, contact your employer to unlock your account.

   Note: Passwords expire after 90 days. You will be prompted to change your password upon expiration.

Your account password has expired and must be changed now.

Current Password:	
New Password:	
Confirm Password:	

Continue   Cancel

Authenticating new locations

Each time you log in to iSolved with your user name and password, iSolved will record your IP address (location). Only IP addresses active in the last 30 days will be saved and considered valid. When you log in from an IP address that has not been used in the past 30 days, you must complete the following steps to authorize the new location.

To authorize your location

1. Click the **Get Authorization Code** button on the login screen to send the code to your iSolved email account.

We don't recognize the computer you're using.

We'll need to confirm your identity before you can log in.

Click the link below and a temporary Authorization Code will be sent to the email address on file for this user.

Get Authorization Code

Why has this happened?

- You're using a new computer or one you haven't used before.
- The IP address is not recognized as one used by you in the past 30 days.

2. Retrieve the code from your email inbox. This code will expire after 20 minutes.

Reply   Reply All   Forward

Date: 04/04/16 09:56:44 AM
From: accudata@myisolved.com
To: rsmith@webb.edu
Subject: Security Verification

Hello,

You submitted a request for authorization to access iSolved from a computer that has not been used to access iSolved in the last 30 days.Please enter the attached authorization code to successfully complete the iSolved login process.
Authorization Code:
6578901

3. Enter the code on the login page. If the authorization code is entered incorrectly five times, the account will be disabled. Contact your account manager to enable your account.

Hint: Copy the code from the email and paste it into the code field in iSolved. Be sure there are no spaces after the numbers.

An authorization code has been emailed to you.

Enter it below to complete your log in.

6578901

Login

4. Click **Login**.

Each subsequent time you log in from that same location, you will need to enter only your user name and password.

Viewing your pay stub

1. You will receive an email to your work email address.
   Check stubs are available on payday at 12:01 a.m.

-----Original Message-----
From: AccuData@myisolved.com
Sent: 4/20/2016 12:01 am
To: Robert Smith
Subject: Pay Stub Available

Robert Smith,

Your 4/20/2016 pay stub is now available for viewing on the iSolved ESS site.

You may access your stub by clicking on the iSolved link:
https://accudata.myisolved.com

2. Follow the link in the email or go to https://accudata.myisolved.com to reach the iSolved login page.

3. Enter your username and password and click **Login**.

rsmith@webb.edu

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Client Code

Forgot your password?   LOGIN

4. Select **Pay History** from the menu bar to view your check stubs.

Year: 2016							
⬍ Check Date	⬍ Gross Pay	⬍ Total Hours	⬍ Net Pay	⬍ Check\Voucher #	⬍ Check Amount	⬍ Description	⬍ PR Run #
4/20/2016	1603.00	86.66	809.62	V19824	0.00	Regular Check	7

View/Print Pay Stub

Check Type:	Regular Check	Gross Pay:	1603.00	**Robert Smith**		Employee #:	111	Department	01
Check Date:	4/20/2016	Gross Wage:	1603.00	Glen Cove, NY 11542		Soc Sec #:	XXX-XX- 0000		
Period End:	4/15/2016	Net Pay:	809.62			Fed Filing:	Married	St Filing:	Married
Period Begin:	4/1/2016	Check Amt:	0.00			Fed Exemptions:	0	St Exemptions:	0
Payroll Run #:	7	Voucher #:	V19824	**Webb Institute**		Fed Additional:		St Additional:	
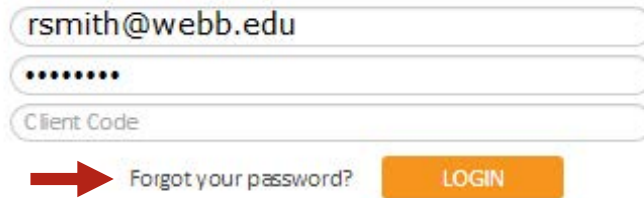
Earnings & Memos*	Curr Hours	Curr Dollars	YTD Hours	YTD Dollars
Regular	86.66	1603.00	173.32	11221.00

Deductions	Curr Dollars	YTD Dollars
Cafe125	25.00	175.00
Tiaape	48.09	336.63

Taxes	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC EE	97.83	1578.00	684.85	11046.00
MED EE	22.88	1578.00	160.17	11046.00
FEDERAL WH	67.37	1029.91	471.59	7209.37
NEW YORK WH	32.21	1029.91	225.37	7209.37

Current Period Leave Accruals	Hours Accrued	Hours Taken	Available Balance

Direct Deposit	Account	Deposit Amount
Checking	#### 1111	809.62

Employer Taxes	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC ER	97.83	1578.00	684.85	11046.00
MED ER	22.88	1578.00	160.17	11046.00
NEW YORK MCTMT ER	0.00	1578.00	26.53	11046.00

Resetting your password

1. Click the link to reset your password.
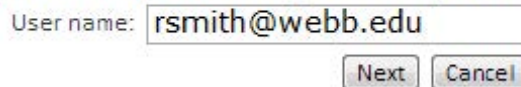
2. After providing a valid user name, you will be prompted to answer your customized security challenge question.

3. After providing the correct security challenge answer, you can set a new password for the account. Then click **Next**.

Note: Passwords must be a minimum of *eight alphanumeric characters* with at least *one alpha* [a–z] *and one numeric* [0–9] and contain at least *one special character* [!@#$%^&*()].

4. Click **Login** to enter iSolved using your new password.

iSolved Mobile Application

**Downloading iSolved Mobile from Google/Apple Store**
On your Android/Apple smart phone, open the application store and use the search term "iSolved" or "iSolved Mobile" to find the application. You will need to select the option to install this application. Once you have downloaded and installed the application, please open it to proceed

To enable iSolved access for any user via the iSolved Mobile Application, follow the directions below:

1. Select the ⚙ icon in the bottom left portion of the login screen.
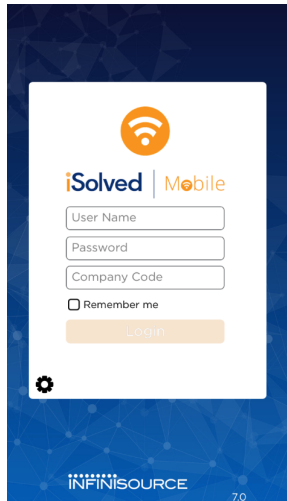
2. Enter the name "accudata" under the Network Partner section.
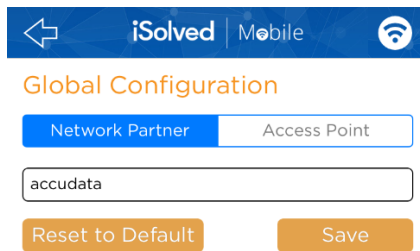
3. Click on the **Save** button to save the configuration. This should only need to be configured the first time.

Logging into iSolved Mobile Application

1. Before you can use the mobile app you must create your login credentials via the login email you have already received from accudata@myisolved.com. Once this has been accomplished you may proceed to step 2.
2. Enter your iSolved user name in the **User Name** field. This is always your email address.
3. Enter your iSolved password in the **Password** field.
4. Click on the **Login** button to log into the application.
5. The company code is not required. Please ignore this field.

iSolved Mobile Interface Overview

Once you have successfully logged into the iSolved Mobile application, you will need to select the program area that you wish to access. Below are the features you will be able to access in either section:

iSolved HCM
- View last pay stub